

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: MONITORING AND REPORTING – QUALITY OVERVIEW	FMEP-P-0760	Rev. No. 0
	Page 1 of 1	

1.0 PURPOSE

To address the issues that may arise with respect to quality overview of the subcontractor's work in progress.

2.0 GENERAL

- a. The Science Applications International Corporation (SAIC) surveillance is a monitoring function to provide independent assessment of both quality and physical progress.
- b. Over-inspection by the SAIC Representative shall be avoided. It can lead the subcontractor them to believe that they do not need to inspect their own work. Good judgment must be exercised as to the appropriate level of inspection based on factors such as SAIC knowledge of the subcontractor's demonstrated or historical performance.

3.0 PROCEDURE

The responsibilities of various groups are identified below.

3.1 Subcontractor

- a. The subcontractor is responsible for completing the work in accordance with the subcontract and notifying SAIC in a timely manner to permit inspection. The subcontractor is responsible for first line inspection.
- b. Subcontractor shall notify SAIC that work in progress is ready for inspection.
- c. The subcontractor control of non-conforming items will be in accordance with the Facilities Maintenance and Engineering (FME) procedure titled "Deficiency Reports".
- d. It shall be the responsibility of the subcontractor to schedule, arrange and pay for all tests. The subcontractor shall forward a copy of each testing report, on a daily basis, to the Contracting Officers Technical Representative (COTR). The subcontractor shall note the tests on the Daily Progress Report (see FMEP-P-0750) and forward a copy on the Daily Progress Report to the COTR for placement in the project files.

3.2 Engineering Team/Architect Engineer

It shall be the responsibility of the Engineering Team/Architect Engineer to define the level of testing required, the frequency of the tests, and the acceptance standards. The Engineering Team/ Architect Engineer is to also define whether the tests are performed by an independent testing agency or by the subcontractor's own forces.

3.3 SAIC Representative/COTR

It shall be the responsibility of the SAIC Representative/COTR to be familiar with the tests required and verify that all of the required tests have been completed.